



Office of the City Clerk

Weekly Report – for Week Ending September 26, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections:

Staff continues to gather, review, and update relevant documents for candidate filing activities which includes the General Information for the Candidates' Pamphlet and Declaration of Intention and nominating petition documents. Staff is also preparing for the upcoming candidate briefing presentations scheduled for October 18 and November 1, 2014.

Staff attended the Los Angeles County's Voting Systems Assessment Project (VSAP) quarterly meeting where the County received a progress report on their efforts to develop a new voting system. Staff also participated in a conference call with the County's Voting Accessibility Advisory Committee and received updates on accessibility services being offered by the County for the upcoming November election.

Staff began conducting recruitment and outreach efforts for the City Employee Poll Worker Program.

Neighborhood Council Elections - Staff attended the Congress of Neighborhood Councils event this past weekend.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	16 / 2
Number of Notices/Publications	24
Number of Contracts Attested	87
Number of Council Files Created	33
Number of Claims Received	95
Number of Referrals	62
Number of Council Meetings	4
Number of Committee Meetings	10

Council Chambers Voting System - Staff is reviewing and comparing two Commercial Off-The-Shelf (COTS) voting systems from Novus Solutions and Granicus Inc. A demonstration of the Novus voting module was given to staff with the emphasis on identifying the voting process for Council and correlating those features in Novus. Granicus will be demonstrating their product in October.

Neighborhood and Business Improvement Districts:

Staff prepared templates to be used by the various BIDs for submitting their Annual Planning Reports. The purpose of the templates is to increase the accuracy of responses, reduce the need for corrections, and facilitate meeting reporting deadlines. The reports are required by November 1, 2014.

Staff are researching and preparing information in response to a Council motion (Fuentes, CF: 14-0903) to report back with BID best practices for the cities of Los Angeles, San Francisco, Oakland, San Diego, Chicago, Pittsburgh and New York City.

TOP ITEMS

- **2015 Municipal Elections –Preparing for Candidate Filing Period**
- **Templates Developed for BIDs Annual Planning Reports**
- **Pilot for Electronic Submittal of Reports to City Clerk continues**



Office of the City Clerk

Weekly Report – for Week Ending September 26, 2014

The Management District Plan and Engineer's reports for the renewal of the Gateway to LA and Sherman Oaks Business Improvement District were reviewed.

Microfilm Conversion of City Council Minutes - 15 reels of microfilm containing Council Minutes were converted to a digital format for online access this week. That brings our total to 98 reels converted this fiscal year and 311 reels total, which represent 46% of this year's project and 37% of the total four year project respectively. The City Council minutes are now available on line back to May of 1940.

Records Destruction - The Police Department (LAPD) was provided additional lists of over 23,000 records boxes in the City Records Center that are eligible for destruction, bringing the total combined number to 54,000 LAPD boxes that are eligible.

Succession Planning - An Information Technology Policy (ITPC) sub-committee led by City Clerk was formed to revise the Application Programmer bulletin and provide recommendations to the Personnel department. This is part of succession planning to ensure that people in the Student Professional Worker classification, that are already working in the City IT Departments, qualify to take the entry-level IT exam.

Fiscal - Staff processed various Trust Fund contract payments and transfer of funds, continued work on the FY13/14 Annual Trust Fund Report, and reconciled the CD 15 Real Property Trust Fund.

AB1290/Council - Staff received two (2) AB 1290 allocation requests, has two (2) payments and ten (10) contracts in process, and has five (5) close outs in process.

General City Purposes - Staff received 29 GCP allocation requests, processed 10 invoices for payment, and commenced drafting an RFP for Advertising Placement Services related to Official Notices.

Personnel - Staff addressed three disciplinary matters; continued efforts to secure equipment for four employees requesting reasonable accommodation; worked with the Controller to address a payroll matter for one employee assigned to DONE; gave one FMLA orientation for a Mayoral employee; and provided 6 new employee orientations for Council and Mayor.

ISSUES

None to report.

UPCOMING. . . .

Yunnan Province, China - Delegation tour of the City Archives and Records Center - October 14, 2014

City Elections - Candidate Briefing Presentations - Scheduled for October 18 and November 1, 2014.

Disaster Recovery - The City Clerk semi-annual systems disaster recovery test will be conducted October 25, 2014.